

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
December 9, 2013  
7:30 p.m.  
Council Chambers

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**1. Items for Discussion**

- a. Auditor's Report – FY 2013 Financial Statement (*Tab 08*)(45 min)
- b. Overview – FY 2014 Budget Status and FY 2015 Budget Outlook (*Tab 14*)(20 min)
- c. Temporary Demonstration of Approved King Street Design (*Tab 09*)(30 min)
- d. Video Series Production (*Tab 07*)(15 min)
- e. Transit Report Follow-up (*Tab 06*)(45 min)
- f. Crescent Place (*Tab 05*)(45 min)
- g. Discussion of Minority Hiring Practices (*Tab 10*)(15 min)
- h. Discussion of Town Manager Recruitment Process (*No material*)(15 min)

**2. Additions to Future Council Meetings (*Tab A*)**

**3. Information Memorandums**

- a. Sign Ordinance (*Tab 11*)
- b. Web Page Consistency/Boards and Commissions (*Tab 12*)
- c. Impact of Change to Capital Intensity Factors (*Tab 13*)

**4. Closed Session (20 min)**

- a. Discussion concerning a prospective business or industry

**5. Council Invitations**

*Dec. 6* – Christmas Tree and Menorah Lighting, 6 p.m., Town Green

*Dec. 7* – Annual Arts and Crafts Fair, 9 a.m.-4 p.m., Ida Lee Recreation Center

*Dec. 7* – Orvis Ribbon Cutting, 10 a.m., 1614 Village Market Blvd, #110 (Village at Leesburg)

*Dec. 8* – Annual Arts and Crafts Fair, 10 a.m.- 6 p.m., Ida Lee Recreation Center

*Dec. 8* – Winding Cross Urgent Care Ribbon Cutting, 12 noon, 952 Edwards Ferry Road (Shenandoah Square/Walmart Shopping Center)

*Dec. 8* – Blowtorch: Robert Kromer, Vietnam and American Cold War Strategy, 2 p.m., Thomas Balch Library

*Dec. 10* – Miller Drive Ribbon Cutting, 6:30 p.m., Intersection of Miller Drive and Blue Seal Drive, SE.

*Dec. 12* – Employee Christmas Luncheon, 11:30-2, Ida Lee Recreation Center Lower Level

*Dec. 14* – Christmas Parade, 10 a.m., line up at Ida Lee

**REMINDER: Miller Drive Ribbon Cutting, 6:30 p.m.  
Intersection of Miller Drive and Blue Seal Drive, SE**

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting  
December 10, 2013  
7:30 p.m.  
Council Chambers

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1. CALL TO ORDER
  2. INVOCATION: Council Member Hammler
  3. SALUTE TO THE FLAG: Mayor Umstattd
  4. ROLL CALL
  5. MINUTES (*Tab B*)
    - a. Work Session Minutes of November 25 , 2013
    - b. Regular Session Minutes of November 26, 2013
  6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
  7. PRESENTATIONS (*Tab C*)
    - a. Technology and Communication Commission Annual Report
  8. PETITIONERS
  9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
    - a. Sycolin Road Widening Ph. III – Construction Contract Award (*Tab 01*)

**RESOLUTION**

Awarding the Construction Contract for the Sycolin Road Widening Phase III Project to General Excavation, Inc., in the Amount of \$3,814,504.20

- b. Requesting VDOT to Accept Additional Streets for Maintenance (*Tab 02*)

**RESOLUTION**

Requesting the Virginia Department of Transportation (VDOT) to Accept Certain Streets

- c. Acceptance of a Portion of Tolbert Lane from Virginia (Tab 03)

**RESOLUTION**

Authorizing the Acceptance of a Portion of Tolbert Lane from the Commonwealth of Virginia

- d. Downtown Improvement Project – Loudoun Street Easement Acquisition Authorization (Tab 04)

**RESOLUTION**

Declaring that a Public Necessity and Use Exists and Authorizing an Offer to Acquire Permanent and Temporary Easements for the Downtown Improvements Phase II – Loudoun Street Project

10. PUBLIC HEARINGS

- a. Crescent Place (Tab 05)(60 min)

**ORDINANCE**

11. RESOLUTIONS AND MOTIONS

- a. Transit Report (Tab 06)(30 min)

**ACTION** – as directed from work session

- b. Video Series Production (Tab 07)

**ACTION** – as directed from work session

- c. Town Manager Recruitment Process (No material)

**ACTION** – As directed from work session

- d. Closed Session Follow-up (No material)

**ACTION** – As directed from work session

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

14. NEW BUSINESS

15. COUNCIL COMMENTS

16. MAYOR'S COMMENTS
17. MANAGER'S COMMENTS
18. CLOSED SESSION
  - a. None.
19. ADJOURNMENT

ASSISTED LISTENING SYSTEM

Is available at the meeting. If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to participate in this meeting, please contact the Clerk of Council at 703-771-2733. Three days notice is requested. Thank you.

## **REGULARLY SCHEDULED COUNCIL MEETINGS**

Citizens are invited to attend and participate in Town Council meetings. The petitioner's portion of the meeting and scheduled public hearings offer the public two opportunities to present their views to the Council during its meeting.

### **Petitioners**

The petitioners' portion of the Council agenda is the first item taken up by the Council following proclamations and certificates of appreciation. This part of the meeting affords individuals the opportunity to address the Council on any matter not scheduled for a public hearing. Prior to the meeting, those citizens wishing to speak should sign the Clerk's Register on the podium at the front of the Chambers. The Mayor will announce the availability of the sign-up sheet at the beginning of all regular meetings. Petitioners' presentations should be limited to five minutes.

### **Public Hearings**

Certain items of Town business can only be conducted after the Town Council conducts an advertised public hearing. Certain major issues affecting the town's government can also be scheduled for public hearing at the option of the Council. Adoption of the town budget, rezonings, special exceptions and amendments to the Town's subdivision and zoning ordinances all require a public hearing.

### **Decorum**

A person addressing the Council as a petitioner, or during a public hearing, should advance to the podium when recognized by the Mayor and state his or her name and address. Persons should also indicate whether they are representing anyone other than themselves. After the presentation or comments, the Mayor or members of Council may have questions of the petitioner. Decorum will be maintained. Statements, which are demeaning or defamatory to members of the public, the staff or the Council, are inappropriate and out of order.

## **OTHER COUNCIL MEETINGS**

### **Work Sessions/Committee of the Whole**

Council may elect to place an item on the Tuesday night meeting agenda for action. Items will only be added to the agenda if agreed to by a majority of Council present.

### **Closed Sessions**

Under certain circumstances, the Virginia Freedom of Information Act permits the Town Council to meet in a session where the public is excluded. This may be a discussion of personnel matters, legal matters, the acquisition or sale of property and other selected topics. The Council can only go into closed session from a public session and the notice must cite the specific statutory authority to go into closed session and also indicate the general topic to be discussed. Only those matters in the adopted motion to go into closed session can be discussed at that time.

## **TOWN COUNCIL AGENDA MATERIALS**

Generally, all items on the regular Council agenda have been first considered at the Council Committee of the Whole. Individual council members, however, can request full Council action on an item considered, but not reported out of committee.

Materials previously distributed to the Council on Thursday are available to citizens on request from the Clerk's Office. Citizens may also provide the Clerk of Council with an e-mail address or self-addressed, stamped envelopes and Council agendas will be provided to the citizens without further charge. For more information, call the Clerk's Office at (703) 771-2733 during normal business hours or e-mail at [clerk@leesburgva.gov](mailto:clerk@leesburgva.gov).

Meeting agenda packets are available for public inspection in the lobby of Town Hall on Thursdays prior to the scheduled meeting. Council agendas can also be viewed on the town's World Wide Web site at <http://www.leesburgva.gov>.